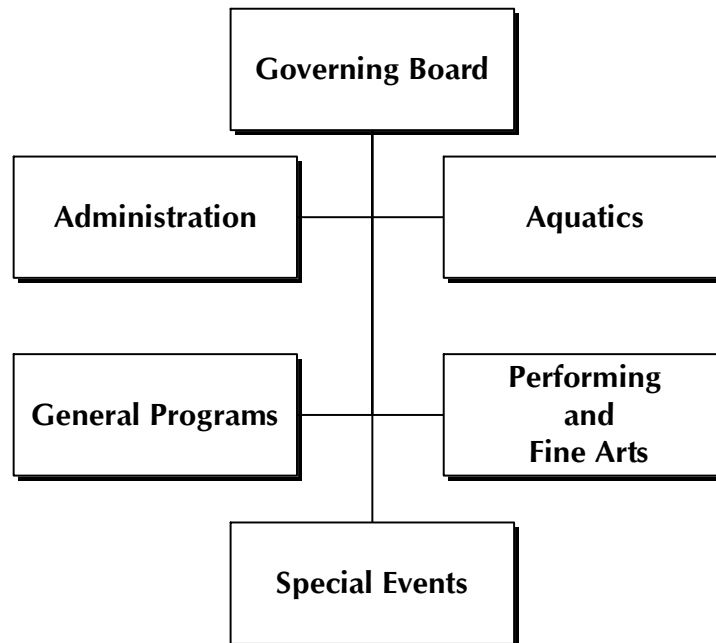


Fund 111

Reston Community Center



Mission

To create positive leisure experiences which enhance the quality of life for all people living and working in Greater Reston by providing a broad range of programs in arts, aquatics, enrichment and life-long learning, and creating and sustaining community traditions through special events, outreach activities, and facility rentals.

Focus

Reston Community Center (RCC) is a community leader, bringing the community together through enriching leisure time experiences that reach out to all and contribute to Reston's *sense of place*.

RCC provides five 'lines of programming' to the Reston community: Performing & Fine Arts, Aquatics, General Programs (i.e., programming designed by age cohort), Special Events and Facility Rentals. The vast majority of programs and events are presented in RCC's two facilities, RCC Hunters Woods and RCC Lake Anne. Average program participation rates for both programming and rentals are well over 80 percent and facility utilization is near capacity.

RCC has continued to improve the processes that deliver programs and services to the community; in particular, program registration, booking of facility rentals and program planning. The result has been more informed and timely handling of patron queries, improved accuracy in program registration and significant improvements in the facility rental process. For example, Facility Rentals achieved 124 percent of its FY 2004 revenue target as a direct result of improved facility booking processes.

THINKING STRATEGICALLY

Strategic issues for the Department include:

- Continuing a broad range of programs in arts, aquatics, enrichment and life-long learning;
- Increasing participation in offered programs and activities;
- Creating and sustaining community traditions through special events, outreach activities and facility rentals;
- Enhancing programming efforts by forming partnerships with non-profit organizations and businesses; and
- Increasing awareness of offered programs through community outreach.

Fund 111



Reston Community Center

RCC operations are supported by revenues from a special property tax collected on all residential and commercial properties within Small District 5. The Small District 5 tax rate for FY 2006 will be \$0.052 per \$100 of assessed property value, the same rate as in FY 2005. In FY 2006, total property assessments in Small District 5 are expected to increase approximately 20 percent over FY 2005, reflecting an assessment base that is 63 percent residential and 37 percent non-residential.


RCC also collects internal revenues generated by program registration fees, theater box office receipts, gate admissions and facility rental fees. These activity fees are set at a level substantially below the actual cost of programming since Small District 5 property owners have already contributed tax revenues to fund RCC operations. Consequently, Small District 5 residents and employees enjoy RCC programs at a subsidized rate. RCC patrons residing outside Small District 5 pay a higher, non-resident activity fee. In 1986, the RCC Board of Governors adopted a policy that internally generated revenues will not recover more than 25 percent of RCC operating costs. In FY 2004, internally generated revenues recovered 17 percent of operating costs – well below the Governing Board's established limit.

Beginning in 2002, the RCC Board of Governors adopted a managed reserve structure to provide long-term fiscal security and stability for the fund. Available fund balance is divided into three reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming and funds for future capital projects.

New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision

 Connecting People and Places	Recent Success	FY 2006 Initiative	Cost Center
Continue to distribute the seasonal Program Guide three times a year to all residents within Small District 5. This publication won a <i>2004 Award of Excellence</i> from the National Association of County Information Officers and a <i>2004 Kudos Award</i> from the National Park and Recreation Association.	✓	✓	Administration
Continue to improve the RCC Web site for ease of access and breadth of information, enabling the debut of online customer service operations in FY 2005. A comprehensive RCC course catalogue and 5-minute video presentation on RCC programs were also added in 2004.	✓	✓	Administration
 Creating a Culture of Engagement	Recent Success	FY 2006 Initiative	Cost Center
Continue the annual RCC Thanksgiving Food Drive which collects over 20,000 pounds of food stuffs for a local food pantry. This community event won a <i>2004 Acts of Caring Award</i> from the National Association of Counties.	✓	✓	General Programs
Conducted a Citizen Survey of Reston residents through the University of Virginia Center for Survey Research in 2005 to determine patron satisfaction with RCC facilities, RCC programs and the value-for-tax-dollar provided by RCC.	✓		Administration

Fund 111 Reston Community Center

 Exercising Corporate Stewardship	Recent Success	FY 2006 Initiative	Cost Center
Continue to utilize programmatic budgeting agencywide to accurately identify and track the actual cost of programs and services. Improved cost controls achieved in FY 2004 resulted in over \$800,000 in cost avoidance and deferrals.	✓	✓	Administration

Budget and Staff Resources

Agency Summary				
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	37/ 37	37/ 37	37/ 37	37/ 37
Exempt	1/ 1	1/ 1	1/ 1	1/ 1
Expenditures:				
Personnel Services	\$3,030,878	\$3,419,138	\$3,419,138	\$3,581,367
Operating Expenses	1,856,605	2,582,685	2,878,942	2,582,835
Capital Equipment	0	0	0	46,720
Subtotal	\$4,887,483	\$6,001,823	\$6,298,080	\$6,210,922
Capital Projects	\$289,672	\$897,144	\$897,144	\$0
Total Expenditures	\$5,177,155	\$6,898,967	\$7,195,224	\$6,210,922

FY 2006 Funding Adjustments

The following funding adjustments from the FY 2005 Revised Budget Plan are necessary to support the FY 2006 program:

- ◆ **Employee Compensation** **\$162,229**
 An increase of \$162,229 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program. Funding also provides for an increase in the shift differential rate to \$0.85 for the evening shift and \$1.10 for the midnight shift and includes an increase in holiday pay to compensate employees according to their actual holiday shift hours worked.
- ◆ **Capital Equipment** **\$46,720**
 An increase of \$46,720 in Capital Equipment is due to the replacement of the theater's sound board, which will provide digital capabilities sufficient to support the production requirements of professional performances.
- ◆ **Carryover Adjustments** **(\$296,107)**
 A decrease of \$296,107 in Operating Expenses is due primarily to the carryover of one-time expenses as part of the FY 2004 Carryover Review, partially offset by minimal increases for Department of Vehicle Services charges and Information Technology charges.
- ◆ **Capital Projects** **(\$897,144)**
 A decrease of \$897,144 in Capital Projects is due to the expected completion of RCC improvements including the replacement of aquatics/natatorium lighting, ventilation, pool shell and deck tile; the replacement of the customer service counter; and the replacement of the HVAC system.

Fund 111

Reston Community Center

Changes to FY 2005 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2005 Revised Budget Plan since passage of the FY 2005 Adopted Budget Plan. Included are all adjustments made as part of the FY 2004 Carryover Review and all other approved changes through December 31, 2004:

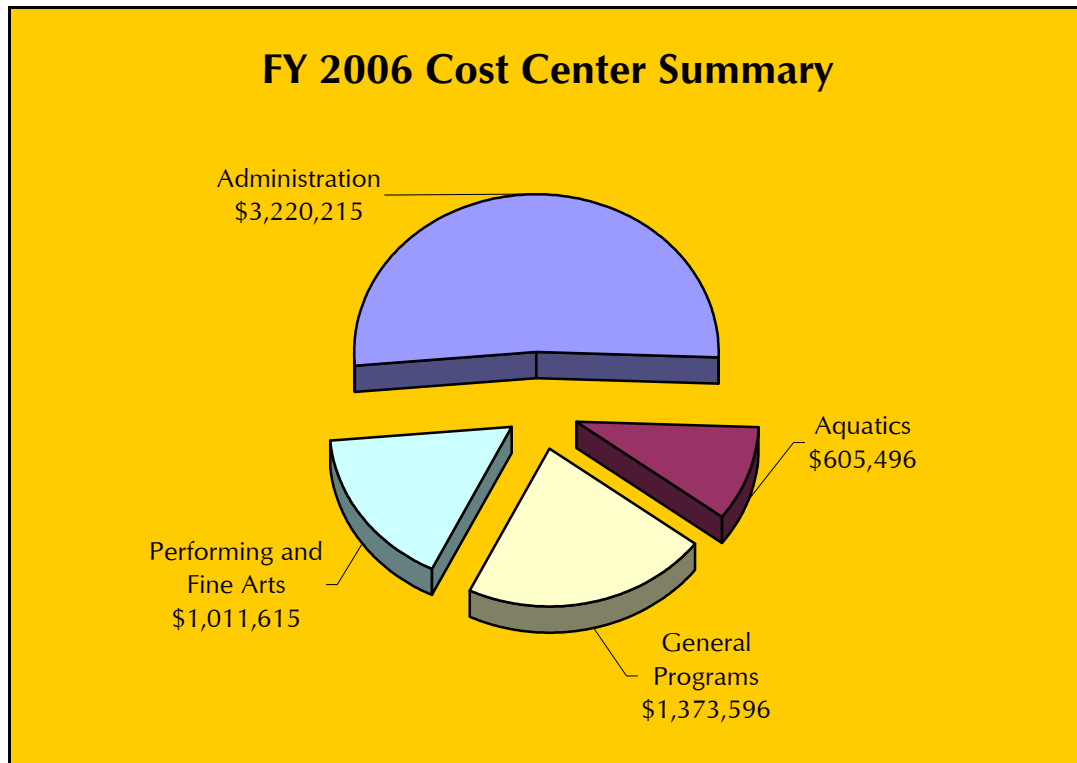
◆ **Carryover Adjustments**

\$296,257

As part of the FY 2004 Carryover Review, the Board of Supervisors approved encumbered funding of \$296,257 in Operating Expenses.

Cost Centers

The four cost centers in Fund 111, Reston Community Center are Administration, Performing and Fine Arts, Aquatics, and General Programs. These distinct program areas work to fulfill the mission and carry out the key initiatives of the Reston Community Center.



Administration   

Funding Summary				
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	20/ 20	21/ 21	20/ 20	20/ 20
Exempt	1/ 1	1/ 1	1/ 1	1/ 1
Total Expenditures	\$2,299,479	\$3,130,851	\$3,451,364	\$3,220,215

Fund 111

Reston Community Center

Position Summary					
1	Executive Director, E	1	Graphic Artist III	2	Administrative Assistants V
1	Deputy Community Center Director	1	Chief, Building Maintenance	1	Administrative Assistant IV
1	Accountant II		Section	3	Administrative Assistants III
1	Network Telecom Analyst I	1	General Building Maintenance	2	Administrative Assistants II
1	Information Officer I		Worker I	1	Facility Attendant II
		4	Maintenance Workers		
TOTAL POSITIONS					
21 Positions / 21.0 Staff Years			E Denotes Exempt Position		

Key Performance Measures

Goal

To provide effective leadership, supervision and administrative support for Center programs in order to maintain and prepare the facilities of the Reston Community Center for residents of Small Tax District 5.

Objectives

- ◆ To maintain the number of patrons attending private, non-RCC sponsored events at the level of 81,348.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Output:					
Patrons served by rentals	78,385	79,746	80,543 / 76,465	81,348	81,348
Hours facility rented	9,849	6,267	6,330 / 7,011	6,393	6,393
Rental revenue earned	\$34,315	\$76,145	\$76,200 / \$94,457	\$76,962	\$76,962
Efficiency:					
Cost per patron	\$2.36	\$1.77	\$2.42 / \$2.36	\$2.48	\$2.62
Cost per rental hour	\$18.78	\$22.56	\$30.83 / \$25.69	\$31.61	\$33.29
Service Quality:					
Percent of satisfied patrons	90%	NA	90% / NA	90%	90%
Outcome:					
Percent change in patrons	150.4%	1.7%	1.0% / (4.1%)	6.4%	0.0%
Percent change in rental revenue	(22.7%)	121.9%	0.0% / 24.1%	(18.5%)	0.0%

Performance Measurement Results

The increase in hours the facility was rented in FY 2004 resulted from an improvement in the process of tracking and scheduling classes and workshops. Despite a 4.1 percent decline in the number of RCC patrons in FY 2004, a 24.1 percent increase in rental revenue was achieved. RCC is estimating FY 2005 and FY 2006 rental revenue of \$76,962. This is considerably lower than the FY 2004 actual and will be adjusted in future years should the revenue earned from rentals remain at FY 2004 levels.

RCC has contracted with the UVA Center for Survey Research to develop and implement a customer satisfaction feedback instrument during FY 2005 to better determine patron satisfaction with their facility rental experience and overall RCC customer service.

Fund 111

Reston Community Center

Performing and Fine Arts

Funding Summary				
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	7/ 7	5/ 5	5/ 5	5/ 5
Total Expenditures	\$878,034	\$939,593	\$938,342	\$1,011,615

Position Summary					
1	Theatrical Arts Director	1	Asst. Theater Technical Director	1	Administrative Assistant IV
1	Park/Rec Specialist II	1	Theater Technical Director		
TOTAL POSITIONS					
5 Positions / 5.0 Staff Years					

Key Performance Measures

Goal

To provide Performing Arts presentations to the residents of Small Tax District 5 in order to increase the cultural awareness of the community in disciplines of dance, theater, music and related arts.

Objectives

- ◆ To increase attendance for RCC Professional Touring Artist Season events by an additional 250 attendees across a 25-event season from the FY 2005 current estimate.
- ◆ To achieve theater rental satisfaction of 95 percent, toward a target of 97 percent.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Output:					
Patrons served	29,476	23,252	23,502 / 25,723	23,752	24,002
Rentals provided	67	67	67 / 63	67	67
Efficiency:					
Cost per attendee/participant	\$19.43	\$22.35	\$25.46 / \$23.06	\$22.97	\$23.97
Service Quality:					
Percent of renters satisfied	93%	NA	95% / 95%	95%	95%
Outcome:					
Percent change in patrons served	(3.9%)	(21.1%)	1.1% / 10.6%	(7.7%)	1.1%
Percent change in theater rental satisfaction	0.0%	NA	NA / NA	0.0%	0.0%

Fund 111

Reston Community Center

Performance Measurement Results

The increase in the number of patrons served in FY 2004 reflects a significant increase in performing arts programs.

Per the RCC strategic plan, the CenterStage theater rental policy and fee structure are undergoing review during FY 2005 to examine a potential increase in theater rental revenue.

Participation in the Arts Education offerings decreased in FY 2004 due to a consolidation of youth art education offerings. Of note, participant numbers do not include those served by RCC in local school art programs.

RCC has contracted with the UVA Center for Survey Research to develop and implement a customer satisfaction feedback instrument during FY 2005 to better determine patron satisfaction with their facility rental experience and overall RCC customer service.

Aquatics

Funding Summary				
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	4 / 4	4 / 4	5 / 5	5 / 5
Total Expenditures	\$535,051	\$567,899	\$571,120	\$605,496

Position Summary	
1 Park/Rec Specialist II	1 Park/Rec Assistant
1 Park/Rec Specialist I	2 Administrative Assistants II
TOTAL POSITIONS	
5 Positions / 5.0 Staff Years	

Key Performance Measures

Goal

To provide a safe and healthy professional pool environment and balanced Aquatic program year round for all age groups in Small Tax District 5.

Objectives

- ◆ To maintain the number of participants served at the FY 2005 level of 78,214.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Output:					
Participants served	78,547	77,440	78,214 / 77,414	78,214	78,214
Efficiency:					
Cost per participant	\$3.58	\$3.68	\$3.55 / \$3.68	\$3.65	\$4.26
Service Quality:					
Percent of satisfied participants	90%	NA	93% / NA	93%	93%

Fund 111 Reston Community Center

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Outcome:					
Percent change in participants served	15.7%	(1.4%)	1.0% / 0.0%	1.0%	0.0%

Performance Measurement Results

FY 2004 Aquatics participation numbers were relatively flat primarily due to three factors. The annual closure for maintenance on the pool lasted four weeks instead of the usual three due to contractor difficulties; several unplanned pool closures occurred due to inclement weather and lifeguard shortages; and the restructuring of Monday and Wednesday morning pool availability for senior fitness programming resulted in the loss of swim instruction participation.

RCC has contracted with the UVA Center for Survey Research to develop and implement a customer satisfaction feedback instrument during FY 2005 to better determine patron satisfaction with their facility rental experience and overall RCC customer service.

General Programs

Funding Summary				
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	6/ 6	7/ 7	7/ 7	7/ 7
Total Expenditures	\$1,174,919	\$1,363,480	\$1,337,254	\$1,373,596

Position Summary			
1 Park/Rec Specialist III	5 Park/Rec Specialists II	1 Park/Rec Assistant	
TOTAL POSITIONS			
7 Positions / 7.0 Staff Years			

Key Performance Measures

Goal

To provide recreational, educational, and social activities to all age groups in order to provide a community-wide, positive, and meaningful experience in Small Tax District 5.

Objectives

- ◆ To maintain participation in classes, workshops, and camps at the FY 2005 level of 8,046.
- ◆ To maintain attendance in special events at the FY 2005 level of 28,052.

Fund 111

Reston Community Center

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Output:					
Students/campers	7,857	7,888	7,967 / 7,449	8,046	8,046
Attendees at activities (1)	68,376	27,500	27,775 / 10,967	28,052	28,052
Efficiency:					
Cost per participant (2)	\$14.91	\$127.88	\$106.71 / \$92.08	\$111.94	\$119.54
Service Quality:					
Percent of satisfied participants	89.0%	NA	90.0% / NA	90.0%	90.0%
Outcome:					
Percent change in class/camp participation	11.4%	0.4%	1.0% / (5.6%)	8.0%	0.0%
Percent change in attendees	6.0%	(59.8%)	1.0% / (60.1%)	155.8%	0.0%

(1) Special Events attendance during FY 2004 was lower than anticipated due to the cancellation of a major event, Multicultural Festival, in September 2004 due to hurricane Isabel.

(2) The increase in the cost per participant from \$14.91 in FY 2002 to \$127.88 in FY 2003 was based on revised methodology that more accurately reflect cost by excluding patronage of special events.

Performance Measurement Results

The decrease in the cost per participant from \$127.88 in FY 2003 to \$92.08 in FY 2004 resulted from improved cost controls derived from the agency's new programmatic budget software and an 11-month vacancy in the Adult Program Director position.

The decrease in attendees at activities is a result of the cancellation of a major special event, the Reston Multicultural Festival, due to Hurricane Isabel as well as improved processes for tabulating event attendance.

RCC has contracted with the UVA Center for Survey Research to develop and implement a customer satisfaction feedback instrument during FY 2005 to better determine patron satisfaction with their facility rental experience and overall RCC customer service.

Fund 111

Reston Community Center

FUND STATEMENT

Fund Type G10, Special Revenue Funds

Fund 111, Reston Community Center

	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan
Beginning Balance	\$2,753,950	\$1,949,444	\$3,090,392	\$1,600,470
Revenue:				
Taxes	\$4,638,937	\$4,872,888	\$4,872,888	\$5,388,126
Interest	26,992	42,869	42,869	15,528
Aquatics	277,931	265,605	265,605	255,000
General Programs	301,079	314,157	314,157	288,959
Rental	94,458	50,000	50,000	65,000
Vending	312	800	800	800
Theatre Box Office	68,760	64,000	64,000	68,150
Lake Anne	105,128	94,983	94,983	98,703
Total Revenue	\$5,513,597	\$5,705,302	\$5,705,302	\$6,180,266
Total Available	\$8,267,547	\$7,654,746	\$8,795,694	\$7,780,736
Expenditures:				
Personnel Services	\$3,030,878	\$3,419,138	\$3,419,138	\$3,581,367
Operating Expenses	1,856,605	2,582,685	2,878,942	2,582,835
Capital Equipment	0	0	0	46,720
Subtotal	\$4,887,483	\$6,001,823	\$6,298,080	\$6,210,922
Capital Projects	289,672	897,144	897,144	0
Total Expenditures	\$5,177,155	\$6,898,967	\$7,195,224	\$6,210,922
Total Disbursements	\$5,177,155	\$6,898,967	\$7,195,224	\$6,210,922
Ending Balance¹	\$3,090,392	\$755,779	\$1,600,470	\$1,569,814
Maintenance Reserve	\$551,857	\$570,530	\$570,530	\$618,027
Feasibility Study Reserve	110,371	114,106	114,106	155,615
Capital Project Reserve ²	1,000,000	71,143	599,838	796,172
Unreserved Balance	\$1,428,164	\$0	\$315,996	\$0
Tax Rate per \$100 of Assessed Value	\$0.052	\$0.052	\$0.052	\$0.052

¹ The fund balance in Fund 111, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into three reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming and funds for future capital projects.

² Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.

Fund 111

Reston Community Center

FY 2006 Summary of Capital Projects

Fund: 111 Reston Community Center

Project #	Description	Total Project Estimate	FY 2004 Actual Expenditures	FY 2005 Revised Budget	FY 2006 Advertised Budget Plan
003710	Reston Community Center Alterations		\$289,672.00	\$0	\$0
003716	Reston Community Center Improvements	897,144	0.00	897,144	0
Total		\$897,144	\$289,672.00	\$897,144	\$0